

# Intermediate Certificate: An introduction to Business, Administration and Employability

Fife College

## Venues

Dunfermline (Halbeath) Campus

## Content

This Intermediate Certificate an introduction to Business, Administration, and Employability Level 4 introduces key business concepts, enhances employability and digital skills, and builds confidence. It fosters teamwork, prepares learners for future opportunities, and supports progression in further study in business and administrative careers.

You will study subjects such as Web Apps Word, Web Apps Presentations, Business in Action, and Influences in Business. Additionally, you will enhance your employability skills by identifying and developing your personal skills and qualities.

## Start Date

August

## Qualification

Other

## Study Method

Full time

## Course Length

18 weeks

## Department

Business, Management and Accounting

## Entry Requirements

3 subjects at National 3

## SCQF Level

4

## SCQF Points

«SCQFPoints»

## Progression Routes

Intermediate Certificate Business Skills Level 5

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

Pittsburgh Road  
Dunfermline  
KY11 8DY

## Website

www.fife.ac.uk